

Department of Energy
Standard Accounting and Reporting System
(STARS)

**Balancing & Combination Edits
Requirements and Responsibilities Guide**

January 23, 2006

1. **OBJECTIVE.** To prescribe the requirements and responsibilities for resolution of the Department of Energy's Standard Accounting and Reporting System's (STARS) balancing and combination edits.
2. **INTRODUCTION.** There are numerous edits applied to transactions after they have posted to the General Ledger module to detect data entry errors, interface processing errors, or missing transactions needed to complete a particular accounting cycle (e.g., inter-entity work order costs should be billed in the same month as the costs are recorded).

The balancing edits verify that Standard General Ledger (SGL) accounts are in balance for defined ranges of accounts. Each balancing edit definition also contains a criterion that identifies whether the edit should be applied to current year entries and/or opening balances. In addition, each balancing edit definition may also contain criteria for accounting flex field (AFF) segments including allottee, fund and reporting entity.

The combination edits verify that the values of various AFF segments including SGL, allottee, fund and reporting entity are used correctly in combination with each other.

3. **APPLICABILITY.** This guide applies to each field office, EFASC, Oak Ridge Payment Services Branch and the STARS Project Team.
4. **REQUIREMENTS.** The resolution of balancing and combination edits in a timely manner is essential to the integrity of STARS data and to the production of accurate internal and external financial reports. Edit items must be researched and reported to the Financial Systems Team using the prescribed format. The report frequency should be sufficient to ensure that edit items are researched and resolved before the close of the month. Periodic status reports will be requested by the Financial Systems Team to ensure stale items are receiving prompt attention by appropriate Field and Headquarters management.

5. **RESPONSIBILITIES.**

- a. Field CFOs

- (1) Designate an Edit Subject Matter Expert (SME) to perform edit research, respond to edit status inquiries, analyze and provide comments when appropriate to proposed edit definition modifications, and attend meetings to address edit issues. The Field Office Edit SME should have a strong working knowledge of DOE's implementation of SGL, the edit definitions, the process to research the edits, and how to determine the actions necessary to resolve edit items. This person is responsible for ensuring all edit items in his or her field office are cleared by the close of each

month. The Office of Finance and Accounting should designate an Edit SME for allottee 60. The OFA Edit SME should follow the responsibilities and requirements reflected for Field Office Edit SME's.

- (2) Establish adequate procedures to ensure periodic review and timely resolution of balancing and combination edits for their allottee(s).

At a minimum, the procedures should include:

- i. Run STARS balancing and combination edit reports.
- ii. Research new edit items to determine the cause, the corrective action needed, and the person responsible for the corrective action.
- iii. Complete and submit edit report form to the EFASC Financial Systems Team for new edit items.
- iv. Notify field office staff responsible of the necessary corrective action. (The EFASC Financial Systems Team will use the edit report form to notify EFASC, STARS Project Team, or ORFSC staff of edit items identified by Field Office SME's for correction.)
- v. Track status of those edit items assigned to Field Office staff to correct, assist responsible person and follow-up as necessary to ensure edit items are resolved prior to the close of the month. (The EFASC Financial Systems Team will track status and perform follow-up on edit items assigned to EFASC, STARS Project Team or ORFSC staff to ensure timely resolution of edit items.)
- vi. Escalate edit resolution issues within field office in accordance with local management policies and procedures.
- vii. Report status of edit items to the Financial Systems Team upon request.

b. EFASC Financial Systems Team Edit SMEs

The EFASC Financial System Team Edit SMEs should have a strong working knowledge of the DOE's implementation of SGL, the edit definitions, the process to research the edits, and how to determine the actions necessary to resolve edit items. The EFASC Financial System Team Edit SMEs will:

- i. Receive, review, and circulate for comment new or proposed changes to edit definitions.
- ii. Update STARS to reflect approved new or changed edit definitions and communicate such updates to Field Office, EFASC, OR Payments Division and STARS Team Edit SMEs.

- iii. Provide specifications to the STARS Team to develop and maintain automated reports for users to run that provide active and/or inactive balancing edit definitions.
- iv. Use the edit report form completed by the Field Office SMEs to forward edit items requiring correction by EFASC, ORFSC Payment Services Branch or STARS Project Team to the appropriate staff. Perform follow-up with Field Office SME's, EFASC, STARS Project Team Edits SME or the ORFSC Payment Services Branch as necessary to ensure edit items are resolved by the close of the month. Escalate stale items to the appropriate management staff.
- v. Prepare periodic status reports and post to the web for access by Field Office, EFASC, ORFSC, and STARS Project Team staff. Ensure such reports include current status of correcting entries being made by the STARS Project Team for all allottees.

c. EFASC Accounting Operations Division

The EFASC Accounting Operations Division SME should have a strong working knowledge of the DOE's implementation of SGL, the edit definitions, the process to research the edits, how to determine the actions necessary to resolve edit items, and EFASC Accounting Operations Division's processing responsibilities. This person is the point-of-contact for EFASC Accounting Operations Division's transaction processing errors, backlogs and other EFASC issues resulting in edit items. The EFASC SME is responsible for ensuring entries are processed for all allottees to:

- i. Resolve edit items before month-end close.
- ii. Communicate planned actions to resolve such edit items as well as when the actions have been completed to the Field Office and EFASC Financial Systems Team Edit SME's.

d. Oak Ridge Financial Service Center (ORFSC) Payment Services Branch

The ORFSC Payment Services Edit SME should have a strong working knowledge of the DOE's implementation of SGL, the edit definitions, the process to research the edits, how to determine the actions necessary to resolve edit items, and the processing responsibilities of the Payment Services Branch. This person is the point-of-contact for the Payment Services Branch transaction processing errors, backlogs and other issues resulting in edit items. The ORFSC Payment Services Edit SME is responsible for ensuring entries are processed for all allottees to:

- i. Resolve edit items before month-end close.

- ii. Communicate planned actions to resolve such edit items as well as when the actions have been completed to the Field Office and EFASC Financial Systems Team Edit SME's.

e. STARS Project Team Edit SME

The STARS Project Team Edit SME should have a strong working knowledge of DOE's implementation of SGL, the edit definitions, the process to research the edits, the STARS interfaces, and the STARS modules. This person is the point-of-contact for edit issues that originated from STARS interfaces or other STARS system processes. The STARS Project Team Edit SME is responsible for processing entries for all allottees to:

- i. Resolve edit items caused by STARS interfaces or other STARS system processes before month-end close.
- ii. Communicate planned actions to resolve such edit items as well as when the actions have been completed to the Field Office and EFASC Financial Systems Team Edit SME's.

f. Office of Finance and Oversight

The Office of Finance and Oversight Edit SME should have a strong working knowledge of DOE's implementation of SGL, the edit definitions, the process to research the edits, and the responsibilities and requirements for resolving the edits. This person will be a point-of-contact for common edit issues and will:

- i. Contact the Field Office Edit SME's periodically to ensure their issues are known and are addressed timely.
- ii. Act as a point-of-contact for edit issues or concerns. Compile a monthly summary of outstanding issues affecting the edits, the actions being taken and their status for posting to the web.
- iii. Conduct periodic meetings of Edit SME's to encourage sharing of best practices, new report tools, edit issues, upcoming events, etc.
- iv. Maintain the Edit Resolution Guide including documentation of:
 - Edit requirements and responsibilities
 - Edit resolution procedures
 - Edit research tools
 - Root causes
 - Points-of-contact